

# **SiteManager** **Training Manual**



## **Module D** **Chapter 6**

**Contractor Payments (+)**  
**Contract Adjustments (+)**

**D-6-2**

# **Viewing Contract Time Adjustments**

**Student's Version**

Indiana Department of Transportation  
February 2008, Version 3.7b

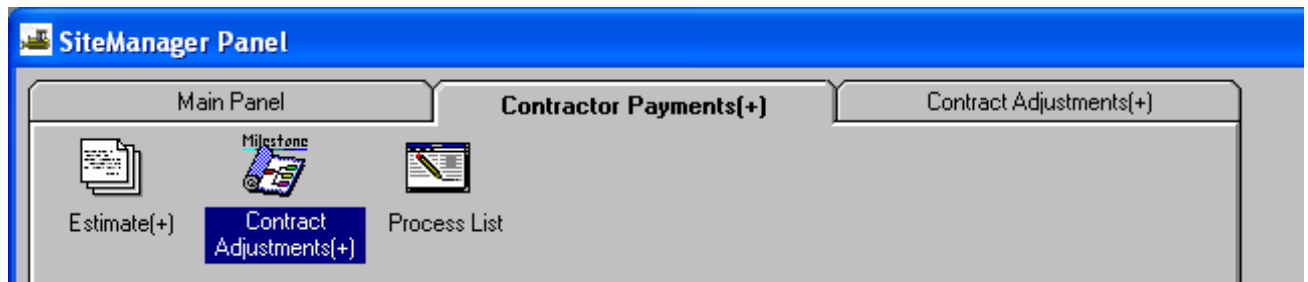
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## Viewing Contract Time Adjustments

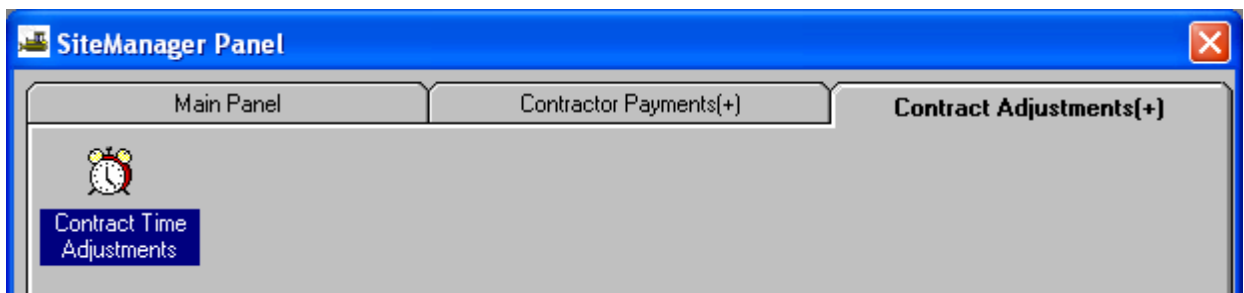
The Contract Time Adjustments window permits the maintenance of time extensions and reductions for a specific Contract during the Estimate period, in lieu of making adjustments by way of a change order. Contract Time Adjustments are an optional feature and may not appear on the user's system. The user may add, modify, or delete Contract Adjustments that are not system-generated.



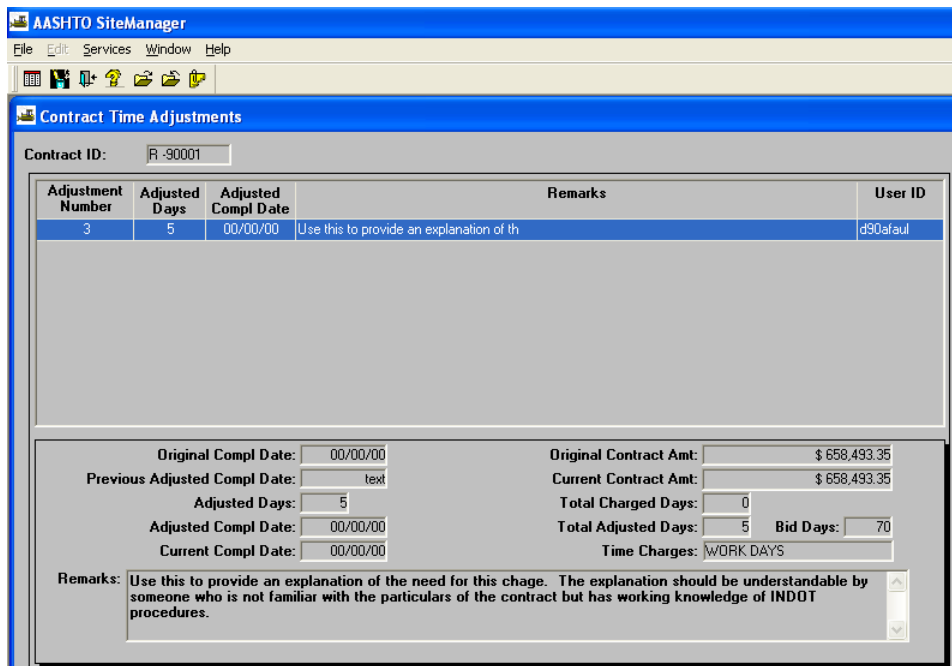
“Double-click” on **Contractor Payments (+)**.



“Double-click” on **Contract Adjustments (+)**.



“Double-click” on **Contract Time Adjustments**.



**Contract ID:** R-90001


Adjustment Number	Adjusted Days	Adjusted Compl Date	Remarks	User ID
3	5	00/00/00	Use this to provide an explanation of th	d90afaul

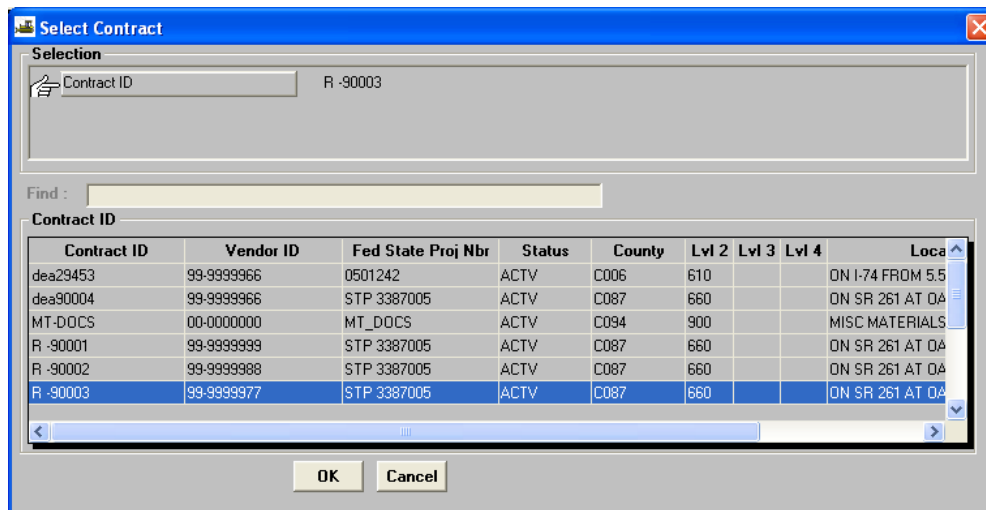
**Original Compl Date:** 00/00/00  
**Previous Adjusted Compl Date:** text  
**Adjusted Days:** 5  
**Adjusted Compl Date:** 00/00/00  
**Current Compl Date:** 00/00/00

**Original Contract Amt:** \$ 658,493.35  
**Current Contract Amt:** \$ 658,493.35  
**Total Charged Days:** 0  
**Total Adjusted Days:** 5 **Bid Days:** 70  
**Time Charges:** WORK DAYS

**Remarks:** Use this to provide an explanation of the need for this chage. The explanation should be understandable by someone who is not familiar with the particulars of the contract but has working knowledge of INDOT procedures.

The **Contract Time Adjustment** Window opens if the contract was already open in another window.

If the window does open on the correct contract ID then “click” the **Open**  button on the toolbar.



**Select Contract**

**Selection**

Contract ID: R-90003

Find:

Contract ID	Vendor ID	Fed State Proj Nbr	Status	County	Lvl 2	Lvl 3	Lvl 4	Loca
dea29453	99-9999966	0501242	ACTV	C006	610			ON I-74 FROM 5.5
dea90004	99-9999966	STP 3387005	ACTV	C087	660			ON SR 261 AT QA
MT-D0CS	00-0000000	MT_D0CS	ACTV	C094	900			MISC MATERIALS
R-90001	99-9999999	STP 3387005	ACTV	C087	660			ON SR 261 AT QA
R-90002	99-9999988	STP 3387005	ACTV	C087	660			ON SR 261 AT QA
R-90003	99-9999977	STP 3387005	ACTV	C087	660			ON SR 261 AT QA

OK Cancel

The **Select Contract** window appears.

The Bottom Panel contains the following columns:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned identification number for the Prime Contractor.
- **Fed State Proj Nbr:** the **Fed State Proj Nbr** is the unique identifier for the project.
- **Status:** the **Status** column indicates current status of the project, Active, Pending, Complete, or Archived.

**Select Contract**

**Selection**

Contract ID: R -90003

Find:

**Contract ID**

Contract ID	Vendor ID	Fed State Proj Nbr	Status	County	Lvl 2	Lvl 3	Lvl 4	Loca
dea29453	99-9999966	0501242	ACTV	C006	610			DN I-74 FROM 5.5
dea90004	99-9999966	STP 3387005	ACTV	C087	660			DN SR 261 AT QA
MT-DPCS	00-0000000	MT_DPCS	ACTV	C094	900			MISC MATERIALS
R -90001	99-9999999	STP 3387005	ACTV	C087	660			DN SR 261 AT QA
R -90002	99-9999988	STP 3387005	ACTV	C087	660			DN SR 261 AT QA
R -90003	99-9999977	STP 3387005	ACTV	C087	660			DN SR 261 AT QA

OK Cancel

- **County:** the **County** column shows the county where the majority of the work is located.
- **Lvl 2:** The **Lvl 2** column indicates the District office administering the contract.
- **Lvl 3:** The **Lvl 3** column is currently not utilized by INDOT
- **Lvl 4:** The **Lvl 4** column is currently not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column contains the description of the actual limits of the contract.

“Double-click” on the appropriate **Contract ID**.

**AASHTO SiteManager**  
File Edit Services Window Help

**Contract Time Adjustments**

Contract ID: R-90003

Adjustment Number	Adjusted Days	Adjusted Compl Date	Remarks	User ID
1	2	00/00/00	Delay in Notice to Proceed	admin

Original Compl Date: 00/00/00  
Previous Adjusted Compl Date: text  
Adjusted Days: 2  
Adjusted Compl Date: 00/00/00  
Current Compl Date: 00/00/00

Original Contract Amt: \$ 658,493.35  
Current Contract Amt: \$ 671,041.85  
Total Charged Days: 0  
Total Adjusted Days: 12 Bid Days: 70  
Time Charges: WORK DAYS

Remarks: Delay in Notice to Proceed

The **Contract Time Adjustment** window opens.

The upper portion of the window will list any previous adjustments that have been made to the Contract Time or Contract Completion date, other than by Change Order.

The lower panel contains information for:

**Original Completion Date:** the date the contract was required to be completed by the contract.

**Original Contract Amount:** the value of the contract as awarded to the successful bidder.

**Previous Adjusted Completion Date:** the date the contract is estimated to be completed as revised by all previous adjustment (including change orders) except this one.

**Current Contract Amount:** the value of the contract including all change orders.

**Adjusted Days:** the number of days (work or calendar) of this adjustment or reduction.

**Total Charged Days:** total of all days charged to the contract to date. Not used if contract has a fixed completion date.

**Adjusted Compl Date:** **Adjusted Completion Date:** Revised completion date of the contract.

**Total Adjusted Days:** Total of all Time Extensions or Reductions including all adjustments in the upper panel as well as all change orders.

**Current Completion Date:** the revised completion date of the contract.

**Time Charges:** How contract time is assessed on this contract, either by:

Fixed Completion Date

Work Days

Calendar Days

**Remarks:** This field is used to provide an explanation for the adjustment.

**AASHTO SiteManager**  
 File Edit Services Window Help

**Contract Time Adj** **Open** **nts**


Contract ID: R-90003

Adjustment Number	Adjusted Days	Adjusted Compl Date	Remarks	User ID
1	2	00/00/00	Delay in Notice to Proceed	admin

Original Compl Date: 00/00/00  
 Previous Adjusted Compl Date: 00/00/00  
 Adjusted Days: 2  
 Adjusted Compl Date: 00/00/00  
 Current Compl Date: 00/00/00

Original Contract Amt: \$ 658,493.35  
 Current Contract Amt: \$ 671,041.85  
 Total Charged Days: 0  
 Total Adjusted Days: 4 Bid Days: 70  
 Time Charges: WORK DAYS

Remarks: Delay in Notice to Proceed

To view additional Contract Time Adjustments, “click” the **Open**  button on the toolbar.

Or,

“Click” the **Close**  button on the toolbar to exit.

### **Exercise D-6-2 Group Exercise**

In the following exercise you will view a Contract Time Adjustment.

Log into SiteManager as: inquire

Password: pass

Navigate from **Main Panel**:

“Double-Click” on **Contractor Payments (+)**

“Double-Click” on **Contract Adjustments (+)**

“Double-Click” on **Contract Time Adjustments**

“Click” the **Open** button located on the toolbar

“Double-click” on Contract ID R -90001

Is there a Contract Time Adjustment for a delay in issuing the Notice to Proceed?